

Bella Vista Elementary School District
Application for Use of School Facilities



Copies: _____ District Office
_____ Submitting Organization
_____ Maintenance

Today's Date _____

Name of Organization:

Billing Address:

Person In Charge:

Phone: _____ Cell: _____ Email: _____

Type or Purpose of Function:

Give Details

Approximate number of people involved:

Participants: Children _____ Adults _____ Spectators: Children: _____ Adults _____

Number of meetings:

Single meeting: Date _____ Time: From _____ To _____

Series of meetings: Days of week _____ From _____ To _____

Months: From _____ To _____

Facilities requested:

Use of Food Service Facilities

School kitchen equipment cannot be used without cafeteria personnel in attendance or prior approval of the Principal. Personnel service fee shall be charged on the basis of actual expenses, or at a rate of one and one-half times normal salary, if work time constitutes overtime for that employee.

Will food be served? _____ Yes _____ No

Will School equipment, custodian or kitchen help be required? _____ Yes _____ No

Please explain: _____

Will Kitchen equipment be used? _____ Yes _____ No

Where? _____

Will admission or donation be charged for any reason? _____ Yes _____ No
Please explain: _____

Will restrooms be used? _____ Yes _____ No

Certification:

1. Applicant hereby indemnifies and agrees to hold the Bella Vista Elementary School District, its officers and employees, harmless from any and all claims, demands, causes of action, liability or loss of any sort because of, or arising out of, the acts or omissions of the applicant or persons using the facilities under the auspices of the applicant. The applicant may be required also to defend on behalf of the District any and all claims at his/her expense.
2. Applicant states that he/she has read the rules and regulations of this application and agrees to abide by and enforce same.
3. The undersigned further declares that, _____ the organization on whose behalf he/she is applying for the use of school property, upholds and defends the Constitution of the United States and the State of California.
4. The undersigned has shown proof that, _____ has authorized him/her to apply for the use of facilities or grounds on their behalf. *Organization*
5. Cancellation of this facility shall be made to the school principal at least 24 hours before the time requested or the organization will be charged for custodial time if required due to late cancellation.
6. The undersigned states that, to the best of his knowledge, the school property for use of which application is hereby made will not be used for the commission of any crime including, but not limited to, the crime specified in Sections 11400 and 11401 of the California Penal Code. This statement is made under the penalties of perjury.

Signature: _____ Date: _____

Name (please print): _____ Title: _____

Office Use Only Below This Line

Estimated charges are as follows: *To be paid in advance*

Personnel Costs _____
Security Deposit \$100.00
Other _____

Hourly Fee _____
Cleaning Deposit \$50.00

TOTAL _____

Signature: _____

Date: _____

Actual costs are as follows: *To be paid in advance*

Hourly Fee _____
Personnel Costs _____
Cleaning Deposit \$ 50.00
Security Deposit \$100.00
Other _____
TOTAL _____

PROOF OF INSURANCE

_____ Yes (Name of Carrier) _____

_____ No

BELLA VISTA ELEMENTARY SCHOOL DISTRICT

USE OF SCHOOL FACILITIES

A. Types of Activities Permitted

1. Public, literary, scientific, recreational, educational, or public agency meetings.
2. The discussion of matters of general or public interest
3. The conduct of religious services for temporary periods by any church or religious organization which has no suitable meeting place for the conduct of services, except that the Governing Board must charge the church or religious organization a fee at least equal to the District's direct costs.
4. Child care or day care programs to provide supervision and activities for children of preschool and elementary school age.
5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies.
6. Supervised recreational activities.
7. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare by public agencies, including, but not limited to the American Red Cross; and the provision of any services deemed necessary by the Governing Board to meet the needs of the community.
8. Approved activities must be non-profit in nature. Business and commercial activities are prohibited.
9. Other purposes deemed appropriate by the Governing Board.

B. Types of Activities Prohibited

1. Any use by an individual, society, group or organization for the commission of any act intended to further any program or movement whose purpose is the overthrow of the government of the United States or of the state by force, violence or other unlawful means.
2. Any use of school facilities or grounds, which interferes with the ongoing educational program or school activities of the district.
3. Commercial advertising or use.
4. Fundraising campaigns except as permitted by Governing Board policy or special action of the Governing Board.
5. Activities, which are discriminatory in the legal sense.
6. Religious services are prohibited except as provided under A-3 above.
7. Any activity that might violate the canons of good morals, manners or taste, or be injurious to the buildings grounds, or equipment.

C. Custodial

Any use of facilities on a weekend will involve a custodian for a minimum of two (2) hours in order to open, close and set the alarm. (Minimum of \$25.00)

COMMUNITY RELATIONS

Administrative Regulations

The following rules and regulations shall be established for the use of facilities:

1. Organizations or individuals wishing to use the school's facilities are required to fill out the appropriate "Use of Facilities Agreement" at the school office.
2. They are to be provided with a list of the rules and regulations and a fee schedule.
3. The activity must not interfere in any manner with school-related activities. School activities take precedence.
4. Facilities must be left clean and orderly; if not, extra charges will be assessed. Cleaning equipment available for event renters (please notify District Office).
5. Use of possession of intoxicants and/or narcotics in school facilities or on school property is prohibited.
6. Quarrelling, fighting, use of profane language, gambling or other games of chance are prohibited.
7. Adequate adult supervision and sponsorship is required of all groups using school facilities.
8. The display of advertising on school premises pertaining to any public function is prohibited.
9. School furniture and/or equipment shall not be moved by anyone who is not a school employee without permission.
10. No equipment, materials, or supplies shall be loaned for use away from school premises without the knowledge and consent of the school principal.
11. Persons or organizations using school facilities shall be responsible for all damage to school facilities and equipment.
12. Officers and employees of the Bella Vista Elementary School District will assume no responsibility for properties left on the school premises.

13. The Board of Education or its representatives shall have free access to all school facilities for school-related activities.
14. Use of school facilities for non-school purposes shall comply with all city or county ordinances and all state and local fire, health, and safety laws.
15. The Board of Education or its representatives at their discretion may revoke any permit granted for the use of school facilities at any time.
16. Potluck meals or refreshments may be served without the use of kitchen facilities or equipment only with the approval of the principal.
17. The district employee in charge shall have the power of a school officer to carryout the provisions and intents of the Education Code, the policy adopted by the Board of Education, and the regulations approved by the superintendent.
18. Violation of any regulation may be cause for immediate revocation of any permit granted for the use of school facilities..
19. All applications must be completed an submitted to the principal in a timely manner. Please allow seven (7) days for approval.
20. A permit is non-transferable.
21. All foods sold (through the Snack Bar, or otherwise, will be done so by the Bella Vista Parent’s Club. Please contact the District Secretary for more information.
22. The following schedule of fees is established:

Facility Rental	Direct Cost Fee Per Hour (2 hr. minimum/each add'l hour)	Fair Rental Fee Per Hour
Classrooms	\$12.00/\$5.00	\$24.00/\$10.00
Multi-Purpose Room (Old Gym)	\$25.00/\$5.00	\$50.00/\$20.00
Kitchen <i>Kitchen equipment cannot be used Without cafeteria personnel present</i>	\$40.00/\$15.00	\$80.00/\$30.00
Gymnasium – New	\$50.00/\$15.00	\$80.00/\$30.00
Additional Equipment Rental (Outside normal facility equipment)		
Tables each	\$5.00	\$10.00
Chairs each	\$0.50	\$1.00

- Free Use:** The Board does not charge fees for the use of school facilities by non-profit organizations, clubs or associations organized to promote youth and school activities. Community organizations which serve residents of the community, i.e. Bella Vista Community Association, Shasta County Fine Arts Council, etc.
- Direct Cost:** Activities other than those specified for free use or fair rental value shall be charged the direct cost rate, for example: religious services, charitable fund raisers that do not benefit youth or activities of the District.
- Fair Rental:** Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meeting where admission is charged or contributions are solicited. (Ed Code 40043)

**ADDENDUM
BELLA VISTA ELEMENTARY SCHOOL DISTRICT'S
USE OF FACILITIES AGREEMENT**

HOLD HARMLESS & IDEMNIFICATION AGREEMENT:

THE UNDERSIGNED AGREES TO DEFEND, IDEMNIFY AND HOLD HARMLESS THE BELLA VISTA ELEMENTARY SCHOOL DISTRICT, ITS ELECTED OR APPOINTED OFFICIALS, EMPLOYEES, AGENTS AND VOLUNTEERS, INDIVIDUALLY AND COLLECTIVELY, FROM AND AGAINST ALL COSTS, LOSSES, CLAIMS, ACTIONS, AND JUDGMENTS ARISING FROM PERSONAL INJURIES, PROPERTY DAMAGE OR OTHERWISE, REGARDLESS OF CAUSE, THAT MAY ARISE IN ANYWAY FROM OR BE ALLEGED TO BE CAUSED BY THE UNDERSIGNED'S USE OR OCCUPANCY OF DISTRICT FACILITIES, FURNITURE OR EQUIPMENT. THE UNDERSIGNED FURTHER AGREES TO PROVIDE A SATISFACTORY CERTIFICATE OF INSURANCE FOR LIABILITY COVERAGES.

INSURANCE REQUIRED OF APPLICANT:

1. **Commercial General Liability** on an occurrence form with a minimum limit of **\$1,000,000 each occurrence/\$2,000,000 general aggregate** from an insurer with a financial rating of A7 or better. Liability deductible not to exceed \$2,500.
2. **Additional Insured Provision:** The Bella Vista Elementary School District, its elected or appointed officials, employees, agents and volunteers shall be names as additional insured under to general liability policy, by endorsement to the Certificate. A separate endorsement attached to the Certificate of Insurance evidencing the additional Insured coverage is required.
3. **Primary Insurance: Applicants** Insurance shall be **primary insurance** as respects to the Bella Vista Elementary School District, it's elected or appointed officials, employees, agents and volunteers. Any Insurance or self-insurance maintained by the Bella Vista Elementary School District, its elected or appointed officials, employees, agents and volunteers shall be excess and shall not contribute with it.

Signature of Applicant/Representative _____ Date _____

Applicant Address _____

Applicant Telephone _____

Approved by: _____ Date _____